

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 32-6001

13 JUNE 1997

Civil Engineer



UNACCOMPANIED DORMITORY HOUSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AF Policy Directive 32-60, Housing. It establishes responsibilities, policies and standards for personnel residing in unaccompanied, government-owned facilities regardless of branch of service or command. Dormitories are reserved for single airmen. Others may request or be required to reside in a dormitory at the discretion of their first sergeant or commander. Violators are subject to punitive action under Article 92 or the Uniform Code of Military Justice (UCMJ).

Privacy Act of 1974 applies to AF Form 228, Furnishings Custody Receipt and Condition Report. See reverse of form for privacy act statement.

SUMMARY OF REVISIONS

This instruction has been totally revised.

1. REFERENCES.

- 1.1. AFI 32-6001, Family Housing Management.
- 1.2. AFI 32-6005, Unaccompanied Housing Management and Operations.
- 1.3. AFI 32-2001, The Fire Protection Operations and Fire Prevention Program.

2. RESPONSIBILITIES.

- 2.1. The Commander's Support Section (Orderly Room).

- 2.1.1. Inform the Consolidated Dormitory Management Office (CDMO) (377 CEG/CEHD) of individuals requiring a dormitory room. Provide full name, rank, date of rank, report no later than date, anticipated arrival date, marital status, unit, and duty phone. If the individual will be arriving after duty hours follow the above mentioned procedures and have a member of the unit meet with

the dorm manager during duty hours to obtain the room key. The individual will report to the dorm manager's office on the first duty day after arrival to complete the required paperwork.

2.1.1.1. Unannounced after-hours arrivals can page the CDMO to obtain a room. The Law Enforcement Desk, the fire department, lodging and first sergeants maintain updated listings of all dorm managers and their pager numbers.

2.1.2. Notify the CDMO immediately when an individual's orders have been canceled, report date changes, or if room is no longer needed.

2.1.3. Contact the CDMO immediately upon notification that a member is to undergo a permanent change of station (PCS) or discharge action. Provide estimated departure date from the unit. Instruct departing members to schedule preliminary room inspection 10 duty days prior to final outprocessing date from the base and termination of quarters.

2.1.4. The CDMO will make dormitory assignments maintaining unit integrity when possible. Security police personnel will be assigned to Dormitory 20222 and pararescue students will be assigned to Dormitory 425. Provide newcomer with directions to the dormitory manager's office for the dorm assigned by the CDMO.

2.2. Newcomers.

2.2.1. Complete an AF Form 228, Furnishing Custody Receipt and Condition Report. Use the form to note any discrepancies of assigned living area and furnishings.

2.2.2. Complete a certification of acknowledgment and understanding. (Attachment 1)

2.2.3. Sign a dormitory availability letter if they are married and unaccompanied or receive with-dependent rate basic allowance for quarters. (Attachment 2)

2.2.4. Receive and sign a detailed briefing on policies and procedures. (Attachment 3)

2.3. Dormitory Manager's Responsibilities.

2.3.1. Procedures for assignment of quarters.

2.3.1.1. An individual will not be assigned a room without notification and approval of the CDMO.

2.3.1.2. Upon arrival of a newcomer establish a folder with, as a minimum, the name, rank, social security number, date of rank, organization, and arrival date.

2.3.1.3. Provide a copy of KAFBI 32-6001. Conduct an inprocessing briefing with each individual covering dorm policies and procedures. Give a brief tour of the dorm, e.g., laundry room, dayroom, central bulletin board.

2.3.1.4. Maintain the AF Form 228 and take corrective action on any discrepancies noted by the newcomer.

2.3.1.5. Update occupancy reports by forwarding any room assignment or termination to the CDMO within 2 duty days of the transaction.

2.3.2. Procedures for termination of quarters.

2.3.2.1. Termination of quarters will be accomplished during the hours of 0730 - 1500, Monday through Friday.

2.3.2.2. Occupants should make an appointment with the dorm manager approximately 15 days prior to checkout. The dorm manager will inspect the individual's room and inform the resident of what needs to be done, e.g., defrosting the refrigerator, general cleaning, painting, etc.

2.3.2.3. The room will be inspected again 5 days prior to and also on the last day of occupancy. Ensure the AF Form 228 is used to verify the custody and condition of assigned government furniture. Also provide residents with a termination of dormitory residency letter when the room is cleared, cleaned, three post office box keys have been turned in, and the room key is turned in. Under no circumstances is the resident allowed to reside in the room after residency has been formally terminated.

2.3.2.4. Occupants will be held financially liable for all damage, repairs, replacements and cleaning that needs to be accomplished should they fail to outprocess their rooms.

2.3.3. Request residential work orders.

2.3.3.1. Dormitory managers will report all maintenance requirements to the 377th Civil Engineer Squadron (377 CEG/CEZ) immediately and to the CDMO for informational and annotation purposes. Service calls may be made 24 hours a day. Work orders will be assigned a priority depending upon the urgency of the request: a routine work order has a 30-day response time; urgent has 5 days and emergency has a 24-hour time window. Civil engineers determine the priority placed on all work orders. When calling, you are required to provide the following information:

- Caller's name and duty phone.
- Building number, exact location of the problem, and the work to be done.

2.3.3.2. Dormitory work orders will be given the utmost priority. Dorm managers will ensure a follow-up is conducted for all items and inform the resident of the work order priority, approximate completion date, and advise the resident to notify the dorm manager if the work order is not completed in a timely manner or as specified. Instruct the residents to contact the dorm manager upon completion of the work order to complete a Maintenance Customer Satisfaction Survey.

2.3.4. Ensure compliance with conservation, safety and fire prevention procedures.

2.3.4.1. Conduct a monthly fire prevention and safety inspection of the dorm and the adjacent grounds. This inspection is essential to assist in the reduction and possible elimination of safety and fire hazards and accidents.

2.3.4.2. A written report of the inspection annotating any unsafe conditions and the corrective actions taken will be turned in to CDMO.

2.3.4.3. A fire extinguisher inspection will be conducted monthly with the results and date of inspection annotated on the unit itself. (Use KAFB Form 14, Fire Extinguisher Record.)

2.3.4.4. For specific dorm manager responsibilities be familiar with and comply with the fire prevention principles in the following directives:

2.3.4.4.1. AFI 32-2001

2.3.4.4.2. KAFBI 32-2002, Base Fire Protection Program

2.3.4.4.3. Air Force Office of Safety and Health Standard (AFOSH Std) 127-56, Fire Protection and Prevention

2.3.4.4.4. National Fire Protection Association Standard (NFPA Std) 10, Portable Fire Extinguishers

2.3.5. Conduct government-owned furnishing inventories.

2.3.5.1. Inventory of government-owned furnishings in the common areas will be conducted monthly by the dorm manager. Any damaged or missing items will be reported to CDMO and the Furnishings Management Office (FMO) (377 CEG/CEH).

2.3.5.2. An annual inventory of government-owned furnishings assigned to dormitory residents will be conducted by the dorm manager and the FMO. Results will be reported to CDMO.

2.3.6. Management of bay orderlies.

2.3.6.1. Ensure current bay orderly schedules are posted on the centralized bulletin boards.

2.3.6.2. Work with first sergeants, when necessary, to resolve conflicts and problems affecting the schedule.

2.3.6.3. Notify residents approximately 1 week before they are scheduled to report for bay orderly duties to ensure they are aware of their responsibilities.

2.3.6.4. Conduct at least two walk-thrus a day to ensure the bay orderlies are completing their assigned tasks. Notify first sergeants of any disciplinary problems.

2.3.7. Maintenance of central bulletin board.

2.3.7.1. Materials will be displayed in an uncluttered manner with space between documents. Inspect bulletin boards weekly and remove outdated items immediately. The bulletin boards will present a neat and clean appearance at all times.

2.3.7.2. As a minimum, the following items will be posted on the dormitory bulletin boards:

- Current bay orderly listing.
- Fire evacuation procedures.
- Safety checklists and information.
- KAFB Visual Aid 90-2, Inspector General.

2.3.8. Maintain responsibility for assigned computers.

2.3.8.1. Dormitory managers will ensure that the computer assigned to their office is used for official government business only. The computer will only be used by the dormitory manager or by individuals assigned to work on the computer by the dorm manager.

2.3.8.2. Do not use computer discs from or at other sources except for those used at the CDMO for the printing or transfer of documents.

2.3.8.3. The dormitory manager is responsible for ensuring accountability of the computer system itself and the accompanying software.

2.3.9. Provide customer service. Dormitory managers will be available to provide service to their customers. Either the dorm manager or one of the assigned bay orderlies will try to be in the dorm

office at all times to answer phone calls and assist walk-in customers. If it is impossible to have someone stay in the office, ensure a note is left stating the time of expected return and that the phone messages are checked from your away location at least every hour on the hour. Dorm managers will also carry their assigned pagers and ensure they are turned on and in good working order. All pages will be answered as soon as practical. Dorm managers will be responsible for pulling stand-by duty on a rotating basis for all dormitories. Stand-by duties will commence each Friday at 1600 hours and terminate the following Friday at 0730. Dormitory managers will ensure that their pager number is listed on their office door, on bulletin boards and on their voice mail. Remember--customer service is your job!

2.4. Residents.

2.4.1. Respect the rights and privacy of others at all times.

2.4.2. Maintain their living area to comply with applicable health, sanitation, security and safety standards.

2.4.3. Conserve utilities according to energy conservation programs; turn off lights, television, stereo and water when not in the room.

2.4.4. Supply their own cleaning materials, to include trash bags, light bulbs and toilet paper.

2.4.5. Are responsible for routine maintenance, minor repair, and housekeeping as would be expected of tenants in private housing of similar type.

2.4.6. Will be held liable for loss or damage to room, equipment, or furnishings caused by the abuse or negligence of the occupant or guests and for failure to satisfactorily clean an assigned room upon termination. Costs for repairs, replacements, or cleaning can be deducted from a member's pay. (10 United States Code 2775).

2.4.7. Will be held liable for any damage to living area, government-owned furnishings, and common-use area furnishings and equipment. Immediately report any damage to the facility or government-owned furnishings, appliances, and recreational equipment to the dormitory manager.

2.4.8. Obtain written permission from CDMO and the first sergeant before changing rooms.

2.4.9. Follow procedures outlined in paragraphs 3 or 4 if desiring to reside off base.

2.4.10. Follow procedures for guests and visitors as outlined in paragraph 5.

2.4.11. Do not decorate the exterior of any dormitory building, to include the door, window and room placard. Use proper equipment to hang pictures, secure wire, etc., when decorating interior of room. Questions can be referred to the dorm manager.

2.4.12. Obtain permission from the dormitory manager or designated representative before removing beds or other government-owned furnishings. Storage procedures for government-owned furnishings will be followed. All occupants desiring to store government-owned furnishings must move the furniture themselves. It is also the occupant's responsibility to ensure stored items are annotated on the AF Form 228.

2.4.13. Obtain permission from the dorm manager before installing a waterbed. Waterbeds are permissible on all floors and residents, but residents are responsible for all damage done to facility and furnishings if the mattress should leak.

2.4.14. At least once a month wipe-down the exterior door, wipe-off windows and window sills, wipe-off room identification plate, sweep the area outside the room, and wipe-down hand railings outside the rooms.

2.5. Commanders and first sergeants will ensure all provisions of this instruction are carried out and appropriate corrective actions are administered when necessary.

2.6. The Consolidated Dormitory Management Office.

2.6.1. Provide the Housing Office (377 CES/CEH) with a dormitory occupancy report on the first duty day of each month. This report will include all the dorm rooms on base and their occupancy by rank and category.

2.6.2. Keep a data base, updated daily, of the dormitories and the residents assigned to each room therein.

2.6.3. Conduct random spot inspections on each of the dormitories checking for cleanliness and safety discrepancies as well as dorm manager availability, compliance with established standards and expectations, and customer service. At a minimum, each dorm will be checked at least twice a month.

2.6.4. Schedule dormitory residents for bay orderly duties. Forward listing to dorm managers and first sergeants and ensure schedules are posted on the centralized bulletin boards. Initial schedule is a proposal only. First sergeants may make changes to the schedule and forward them to the CDMO within seven days of the date on the schedule. No response will be considered a negative reply and the schedule will stand as published.

2.6.5. Coordinate with all units on the installation to ensure each individual needing unaccompanied housing is placed in a timely manner.

2.6.6. Communicate daily with all dorm managers regarding policies, procedures, newcomers, termination, and all other matters regarding dormitory business, including the distribution of supplies.

2.6.7. Communicate with the senior enlisted advisors (377th Air Base Wing CCC and 58th Special Operations Wing CCC) about problems in the dormitories, e.g., fires, floods, vandalism.

2.7. The Civil Engineer Group.

2.7.1. Place all system failures (e.g., heating, cooling, plumbing) as an emergency work order and respond accordingly.

2.7.2. Notify the work order requester immediately when the work order has been completed or is unable to be completed within the time given. A reasonable estimate for completion will also be given in this case.

3. RESIDING OFF BASE WITHOUT BASIC ALLOWANCE FOR QUARTERS (BAQ).

3.1. Individuals E-1 through E-4 (airman through senior airman) are not authorized BAQ when adequate quarters are available but may request permission to reside off base without BAQ at their own expense. Military duties, readiness, financial irresponsibility, or a history of disciplinary infractions will be considered before permission will be granted. (Attachment 4)

3.2. Commanders or first sergeants will permit or deny all requests. Although permission may be granted to reside off base, individuals could be required to maintain a dormitory room and perform all dormitory duties.

4. RESIDING OFF BASE AND RECEIVING BAQ SINGLE RATE.

4.1. Unaccompanied individuals (without dependents) E-5 (staff sergeant) and above may reside off base without written permission. The base commander, unit commander, or first sergeant may later require that a dormitory residence be obtained because of military duties, readiness, or disciplinary infractions.

4.2. When the base occupancy is above 90 percent, members requesting to reside off base with BAQ will be placed on a waiting list. Copies of this letter are kept by the housing office, dormitory manager, and the individual. Individuals are required to process through the Housing Referral Office (HRO) before entering into any written agreement for off-base housing. (Attachment 5)

5. VISITATION AND GUEST PRIVILEGES.

5.1. Visitation is allowed 24 hours a day. Any indication of residency being established by a visitor is not permitted. Guests will remain with their sponsor and be limited to the sponsor's room, recreational areas, and lounge. They are never allowed to remain in the dormitory when the sponsor is not present.

5.2. Dormitory residents are personally responsible for their guest's conduct.

5.3. Individuals will not be permitted visitation privileges if the commander or first sergeant has prohibited that individual from visiting the dormitory.

5.4. Absolutely no guest under 18 years of age will be allowed in the dormitories without permission of the commander or first sergeant. Under no circumstances will a guest under the age of 18 be allowed to remain overnight in the dormitories.

5.5. Under no circumstances will guests be permitted to shower in the dormitories.

5.6. Guests are not allowed to use the laundry facilities.

5.7. Report any minor disturbances or incidents concerning guests to the dormitory manager. Major disturbances or incidents will be reported to the Law Enforcement Desk, the commander, or first sergeant.

6. QUIET HOURS.

6.1. Quiet hours will be observed 24 hours a day every day to allow residents with different duty hours the right to rest.

6.2. Stereos, TVs, radios, and other electronic equipment will be kept at a volume level that will not disturb other residents. Sound should not be heard outside the room.

6.3. Individuals not adhering to quiet hours can be punished under Article 92 of the UCMJ.

7. WEAPONS.

7.1. Weapons are not permitted in the dormitories. This includes, but is not limited to, bows and arrows, guns, explosives, ammunition, fireworks, knives with blades extending 3 inches in length, butterfly knives, swords, throwing stars, nunchakus, and any item that could be used to propel a projectile. Guns and ammo must be properly registered and stored in the base armory according to AFI 31-209 KAFBSUP, The Air Force Resource Protection Program. Units must provide storage for other unauthorized items.

7.2. Decorative items such as 105 millimeter (mm), 40 mm, or 30 mm casings must be certified in writing as safe by the Explosive Ordinance Division (377 CEG/CED) in accordance with technical order (T.O.) 11A-1-60, Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed to or Containing Explosives. The letter must be maintained in the occupant's file in the dormitory manager's office. The first sergeant may allow decorative knives which are encased in glass or other containers for display.

8. COOKING. Limited cooking is authorized in rooms. Appliances are limited to microwave ovens, crockpots, coffee makers, toasters, toaster ovens, hot-air popcorn poppers, electric woks, and covered electric frying pans with legs to keep heat away from counter surfaces. Portable electric burners, barbecue grills and kerosene or propane fueled cooking appliances will not be used in the dorms. All appliances must be Underwriter's Laboratory (UL) approved. Appliances will not be left unattended and will be unplugged (with the exception of microwave ovens) when not in use. In accordance with KAFB Instruction 32-2002, Base Fire Protection Program, cooking with oils and grease or preparation of grease-laden foods in the dormitories is prohibited unless a kitchen facility is provided for this purpose. Additionally, no appliance producing grease-laden smoke is permitted in sleeping areas. All cooking appliances which could set off smoke alarms will be kept clean and free of grease. Use safety at all times while operating cooking appliances.

9. CANDLES, INCENSE AND OTHER FLAMMABLES.

9.1. Candles and incense are not permitted in a resident's room. These are open flame producing items and are not allowed.

9.2. Kerosene, propane, charcoal briquettes, portable grills, charcoal lighter fluid, gas and oils are not permitted to be stored in rooms or personal storage lockers. If you have a need to have these items, please contact the dormitory manager for an approved storage area. Any unauthorized item found on exterior walkways will be confiscated. All items given to the dormitory manager for storage must be labeled with the owner's name and social security number for identification purposes.

10. SMOKING. Smoking is prohibited in common areas of the dormitory. Common areas include the dayrooms, laundry room, all hallways, mail rooms, connecting bathrooms, and other areas that can be used by all dormitory residents. When a smoker and a non-smoker share a connecting bathroom, the rights of the non-smoker will prevail. If you have any question regarding what is considered a common area, please contact the dormitory manager. Smoking in an unauthorized area is punishable under Article 92, paragraph A.1., of the UCMJ.

11. PETS. Fish are the only pets authorized in the dormitories. Tanks must be safe, properly installed, and kept clean at all times. Fish must meet the allowable standards of the New Mexico Fish and Game Department. Endangered or prohibited species are not permitted. Residents are responsible for all damages to furnishings, including carpet, caused by a leaking or broken tank.

12. INSPECTIONS. Dormitory common-use areas and individual rooms will be inspected to ensure health, security, sanitation, and safety standards are met.

12.1. The commander or first sergeant will inspect rooms of individuals assigned to their unit. Supervisors are encouraged to accompany the commander or first sergeant. Common-use areas (dayrooms, lounges, laundry area, etc.) may be visited. Discrepancies found in these areas will be reported to the dormitory manager.

12.2. Rooms may be inspected at any time (i.e., weekly, no-notice, quarterly).

12.3. CDMO and dorm managers will perform spot inspections on rooms and common-use areas for fire and safety hazards, as well as accomplishing the annual furniture inventory.

12.4. The commander, 377th Air Base Wing (377 ABW/CC) or designated representative may inspect dormitories on a quarterly basis. Dormitory managers will be notified in advance of the inspection.

12.5. Rooms may be rated using AFI 32-6005.

13. FIRE REPORTING AND DRILLS.

13.1. Fire Reporting Procedures.

13.1.1. Immediately pull the nearest fire alarm.

13.1.2. Call 9-1-1 from any phone.

13.1.3. Give the fire department the building number, wing, the nature of the emergency, and your name. Put the phone down--DO NOT hang it up.

13.2. You may attempt to put out a small, non-electrical fire.

13.3. When the fire alarm is sounded, residents will immediately depart the building and go to the parking area north of the base theater which is the designated safe area for all dormitories. DO NOT attempt to take items with you. Things can be replaced--PEOPLE CAN'T!

13.4. Fire Drills. At a minimum, fire drills are required annually. Residents will immediately vacate the dormitory and go to the designated safe area. All personnel must sign in at the designated area.

13.5. Fire Extinguishers, Alarm Pulls, Smoke Detectors And Sprinkler Heads.

13.5.1. Tampering with fire extinguishers and alarm pulls is prohibited. Federal laws prohibit discharging a fire extinguisher and activating an alarm pull station when a fire does not exist. Occupants can be charged with violating Article 154 of the Uniform Code of Military Justice.

13.5.2. Tampering with smoke detectors and sprinkler heads is only authorized by fire department personnel when responding to a fire. At no time are occupants permitted to dismantle smoke detectors or use sprinkler heads as hanging devices for hangers, decorations, etc. Maintain a minimum 3-foot clearance around sprinkler heads in all directions at all times. Occupants will be held liable for all damage, repairs and replacement costs to facilities and furnishings which are a result of tampering with fire safety equipment, as well as the actual man-hours and labor costs associated with locating the device.

13.6. Fire Safety. Open flame devices such as candles, incense, barbecue grills or sterno warmers will not be stored or used in the dormitories. Fire codes state that barbecue grills and sterno warmers

are not permitted on exterior walkways and must be a minimum of 50 feet from a building in order to be used. Fireworks are prohibited on base at all times.

13.7. Lamps.

13.7.1. Halogen lamps are not permitted to be used in the dormitory at any time. Halogen lamps, according to the U.S. Consumers Product Safety Commission, burn at very high temperatures and can start a fire if the lamp comes in contact with curtains, clothes, or other flammable materials. Halogen bulbs may shatter and cause burn injuries and fires.

13.7.2. Covering a lamp shade or light bulb with a scarf or other drape is not permitted. Scarves and other drapes may ignite and start a fire.

13.7.3. Occupants who use halogen lamps or cover lamp shades or bulbs will be held liable for all repair and replacement costs should a fire occur. Additionally, they may be charged with violating Article 92 UCMJ.

14. OPERATION CRIME PREVENTION IDENTIFICATION PROGRAM.

14.1. This program is designed to encourage owners of high-value, theft-attractive, or highly-pilferable property to mark items with an identifying number. This number system provides a way to positively identify property and to establish ownership in the event of theft or loss. There are three advantages to permanently marking property.

14.1.1. Prevention. Thieves are reluctant to take items that can be readily identified. Disposal of such items is difficult.

14.1.2. Deterrence. Prosecution is enhanced when property can be positively identified as belonging to a specific individual.

14.1.3. Recovery. Marking property provides a greater chance of recovered items being returned to their owner. Owners must be able to positively identify the items before they can be released. The owner-applied number (OAN) or identifier is the key element of Operation Identification as it permits a person to positively identify the property to the exclusion of all other similar items. This system is recognized as providing proof of ownership. However, recovered property can be identified and returned only if the OAN can be used to trace the address of the owner. Because of the transient nature of military personnel and their families a standard OAN is required for Air Force use. The social security number (SSN) and the service prefix (AF) are used since they are the most permanent and recognizable identifiers regardless of where the property was originally marked or how many times the owner has been transferred.

14.2. The owner should use AF Form 1670, Valuable Property Record, to make a permanent record of property marked under the Operation Identification program. This form will be placed in a sealed envelope and placed in the member's personnel information file (PIF).

15. FAIR WEAR AND TEAR OF FURNISHINGS.

15.1. Dormitory managers, CDMO, and first sergeants will determine if damage to government-owned furniture is fair wear and tear or negligence and abuse. Suspected negligence and abuse will be brought to the attention of the Furnishings Management Office (377 CEG/CEH) before a final decision is made.

15.2. If stock permits, fair wear and tear items should be turned in for replacement. Examples are: loose legs or arm joints on chairs and couches, loose joints on head boards, and factory defects.

15.3. Government-owned items damaged beyond economical repair must be removed. If damage is the result of neglect or abuse the base supply inspection office will be notified. Examples of abuse or damage beyond economical repair are: burns or cuts in upholstery of chairs, couches, or mattresses; a chair, couch, or arm chair with broken legs, cross braces, or badly torn upholstery; night table legs removed and discarded; deliberate markings or scarring of furnishings.

15.4. Dormitory managers will request a Department of Defense (DD) Form 200, Financial Liability Investigation of Property Loss, be accomplished (see AFMAN 23-220, Reports of Survey for Air Force Property, paragraph 3.2 for exceptions). If the individual volunteers to pay a DD Form 200 is not necessary.

15.5. When an individual is held accountable for damages, the unit commander or first sergeant will submit a DD Form 1131, Cash Collection Voucher, or DD Form 362, Statement of Charges/Cash Collection Voucher.

16. DETERMINING FAIR WEAR AND TEAR OF FACILITIES.

16.1. CDMO, dormitory managers, and first sergeants determine between fair wear and tear and negligence or abuse of government-owned facilities. Contact the Civil Engineer Resources Division (377 CEG/CER) for assistance. Determinations are necessary if monetary or financial liability exists. The examples below are not inclusive lists. Other situations may or may not apply.

16.1.1. Fair wear and tear is the gradual deterioration of facilities due to normal day-to-day use. Examples are: gradual discoloration and fading of carpet, drapes, and painted surfaces; normal wear of carpet surfaces; small holes in walls as a result of hanging pictures, posters, and use of standard holding devices.

16.1.2. Abuse is damage resulting from misuse or improper use of facilities. Examples are: broom handle, baseball or bat impressions; shoe or fist-size impressions in walls, ceilings and doors; damage to locks, hinges or door jambs caused by improper force used to open doors or windows; holes in ceiling and walls from other than standard holding devices; water damages from water beds and aquatic tanks.

16.1.3. Negligence is damage resulting from failure to act as a reasonable prudent person would have acted under similar circumstances. Examples are: water leak in the room that resulted in damage to ceiling tile on a lower floor and continued use of a door with a loose hinge screw that was not replaced.

16.2. Condition Requirements. Allowances will be made for normal wear and tear of individual rooms and common-use areas. Care must be taken to ensure personal and common living areas, equipment and furnishings are maintained in acceptable conditions. Report unacceptable conditions to the dormitory manager to ensure prompt repair.

16.3. Maintenance and Repair Request. Maintenance and repair should be reported to the dormitory manager. Emergency repairs will be reported to the dormitory manager who will in turn report it to the civil engineer service call desk.

17. STORAGE.

17.1. All residential items stored in the storage rooms will be locked in the individual's assigned storage cage (if provided). Individuals are responsible for furnishing their own locks. Storage cages are numbered corresponding to room number. Flammables are not permitted to be stored in individual storage cages. Any items not stored in one of the designated cages will be discarded.

17.2. Storage of government-owned furnishings will be on a space-available basis. Residents will coordinate with the dormitory manager before removing government-owned furniture from their room. If the furniture can be stored in the dormitory storage areas:

17.2.1. The individual will:

17.2.1.1. Ensure all parts of the furniture are tagged with the room number.

17.2.1.2. Be responsible for moving the furniture to the storage areas, providing their own laborers to assist in this process in order to avoid damage to furniture and buildings.

17.2.1.3. Inspect the furniture before and after it is moved.

17.2.1.4. Be responsible for any damage that occurred during the move.

17.2.1.5. Return and reassemble (if necessary) the furniture when receiving PCS orders or moving out of the dorm room.

17.2.2. The dormitory manager will:

17.2.2.1. Inspect the furniture before and after it is moved.

17.2.2.2. Annotate on the individual's AF Form 228 that the furniture was placed in the dormitory storage area and annotate any damage.

17.2.2.3. Escort the individual to the storage area and make sure it is secured before leaving.

17.2.2.4. Ensure that furniture is returned to the dorm room and reassembled prior to the occupant departing the dormitory. The furniture will be inspected for damage and the individual's AF Form 228 will show that the furniture has been returned to the room.

18. PROCEDURES FOR KEY CONTROL.

18.1. Dormitory managers will keep strict control over the dormitory keys they are responsible for.

18.1.1. Keys will be locked in a key box at all times. Key boxes should be stored in an area out of sight.

18.1.2. Master keys will be given to dorm managers, first sergeants, the fire department and the CDMO only and will be strictly controlled. No one else will receive a master key unless directed or approved by CDMO. Senior enlisted advisors and commanders may sign out a master key for room inspection purposes.

18.1.3. A key will not be issued to a resident or a representative for the resident until the resident's full name, rank, social security number (SSN), and squadron are recorded and CDMO is notified.

18.2. There must always be a key for each room on hand in the key box. If residents lose their key a replacement key will not be issued until the dorm manager ensures that at least one key for the room is on hand.

18.3. Lost Keys.

18.3.1. Residents who lose their keys or lock their keys in their room during duty hours will contact the dorm manager's office.

18.3.2. During non-duty hours the residents will go to the fire department located on the corner of Wyoming and F Avenue. A security police officer will escort the resident and the master key to the building and remain with them until the key is returned to the fire department.

18.3.3. Lost keys will be replaced when the resident completes a DD Form 1131, Cash Collection Voucher, for the replacement cost of the key.

19. POST OFFICE BOXES.

19.1. All individuals residing in the dormitories on a permanent basis will be issued a post office box in their dormitory. Dorm managers will issue residents three keys to their post office box upon inprocessing the dormitory. Occupants are required to fill out a Postal Service (PS) Form 3575, Change of Address Order, in the dorm manager's office at that time. Dorm managers and the post office do not keep spare keys for post office boxes. Post office box keys should be separated and not maintained on the same key ring.

19.2. Upon terminating the dormitory, residents are required to return all three issued post office box keys. Post office box keys may be duplicated at any facility. Residents not returning all keys upon termination will be required to report to the United States Postal Service Kirtland Air Force Base Branch Post Office to pay a \$5.00 lock replacement fee. Residents will also fill out a PS Form 3575, Change of Address Order, in the dorm manager's office.

19.3. Willful damage to post office boxes and theft of mail are federal crimes (felonies) and are punishable by fine, imprisonment, or both in accordance with 18 US Code 1705 and 1708.

20. FORMS PRESCRIBED.

20.1. AF Form 228, Furnishings Custody Receipt and Condition Report

20.2. AF Form 1670, Valuable Property Record

20.3. DD Form 200, Financial Liability Investigation of Property Loss

20.4. DD Form 362, Statement of Charges/Cash Collection Voucher

20.5. DD Form 1131, Cash Collection Voucher

20.6. PS Form 3575, Change of Address Order

LAVON ALSTON, Colonel, USAF
Base Civil Engineer

Attachment 1**SAMPLE CERTIFICATION OF ACKNOWLEDGMENT AND UNDERSTANDING**

DEPARTMENT OF THE AIR FORCE

377th Civil Engineer Group (AFMC)

Date

MEMORANDUM FOR DORMITORY MANAGER

FROM: Dorm Occupant

SUBJECT: Letter of Acknowledgment and Understanding

1. I certify that I have received and read KAFBI 32-6001 on _____ and acknowledge understanding.
2. I have checked the condition of Room _____ in Dormitory _____ to which I am assigned and all furnishings listed on the AF Form 228. The appropriate condition code has been indicated beside each item listed.
3. I further understand that I may be held liable for any damage caused to the room and its furnishings.
4. I further understand that I am required to read the centralized bulletin board daily.

Signature of Individual

(Print Name and Rank)

Date

1st Ind., Dormitory Manager of Dormitory _____

I certify that on _____ the above individual received a copy of KAFBI 32-6001 and other pertinent information pertaining to the dormitory.

Dormitory Manager or Designated Representative

cc:

Individual

Attachment 2

SAMPLE STATEMENT OF DORMITORY AVAILABILITY

DEPARTMENT OF THE AIR FORCE

377th Civil Engineer Group (AFMC)

Date

MEMORANDUM FOR DORM OCCUPANT

FROM: Dormitory Manager

SUBJECT: Priority 3 or 4 Personnel (Refer to AFI 32-6005)

1. Priority 3 and Priority 4 personnel are authorized unaccompanied housing on a space-available basis. Priority 3 personnel are those who are unmarried E-5 through E-9. Priority 4 personnel are those who are unaccompanied E-1 through E-9.

2. Those personnel in a space-available category can be given 30-day written notice to terminate their unaccompanied quarters, otherwise called dormitories.

3. You will acknowledge understanding of the above contents by signing below.

Consolidated Dorm Superintendent

Date

1st Ind.,

I acknowledge understanding of the above contents.

Signature of Occupant

Printed Name, Rank and Room Number

Attachment 3**DORMITORY INPROCESSING BRIEFING SHEET**

DEPARTMENT OF THE AIR FORCE

377th Civil Engineer Squadron (AFMC)

Date: _____

MEMORANDUM FOR ROOM _____

FROM: 377 CES/CEHD

SUBJECT: Inprocessing Briefing

SUBJECT

INITIALS

1. Duplication of room keys prohibited _____
2. Room assignment _____
3. Issue and exchange of government linen _____
4. Visitation hours and policies _____
5. Cable/telephone hookups _____
6. Room upkeep and cleanliness _____
7. Damage/loss of government property _____
8. Consumption of alcoholic beverages _____
9. Bay orderly _____
10. Storage of personal items _____
11. Storage of government items _____
12. Storage of bicycles _____
13. Disposal of trash _____
14. Pets _____
15. Fire extinguishers/alarms/smoke detectors/sprinklers _____
16. Post office boxes and keys _____

I have been briefed on the above items and fully understand my responsibilities.

Printed Name/Rank_____
Signature

Attachment 4

PERMISSION TO RESIDE OFF BASE WITHOUT BAQ LETTER

Date

MEMORANDUM FOR (YOUR COMMANDER OR FIRST SERGEANT)

377 CEG/CC

IN TURN

FROM: Full Name of Individual

SUBJECT: Request Permission to Reside Off Base Without BAQ

I acknowledge that a dormitory room has been (assigned) (made available) to me. I voluntarily (give up) (decline) these quarters and elect to reside off base for my own personal convenience and at my own expense. In (giving up) (declining) these quarters, I understand that I am not entitled to BAQ unless I become eligible. I also understand that I will not be entitled to any additional privileges or monetary allowances. My commander or first sergeant may revoke this privilege with a 30-day written notice. I further acknowledge this privilege may be terminated without notice for military necessity, readiness, disciplinary infractions, or when my safety and well-being are in jeopardy. If permission is granted, I will report to the Housing Referral Office (HRO) before entering into any off-base rental agreement.

(Signature of Individual)

(Printed Name and Rank)

1st Ind., (Unit/CC or CCF)

Date

TO: 377 CEG/CC

Approved/Disapproved

(Signature of CC or CCF)

cc:

Individual

Attachment 5**SAMPLE SINGLE-RATE BAQ WAITING LIST LETTER**

Date

MEMORANDUM FOR (YOUR COMMANDER OR FIRST SERGEANT)

FROM: (Individual's Name)

SUBJECT: Request Placement on Single-Rate BAQ Waiting List

1. Request placement on the waiting list for single-rate BAQ for:
 - a. Full Name
 - b. Grade
 - c. Social Security Number
 - d. Date of Rank
 - e. Organization/Office Symbol
 - f. Duty Phone
2. I understand that if I am selected to reside off base, I am eligible to receive single rate BAQ. I also understand that I may be returned to the base dormitory if my commander or first sergeant believe that my safety or well-being is in jeopardy.
3. Before entering into any rental contract I will process through the Housing Referral Office.

(Signature of Individual)

(Name and Rank)

1st Ind., (Unit CC or CCF)

Date

TO: (Name of Individual)

Approved/Disapproved

(Signature of CC or CCF)

PRIVACY ACT STATEMENT: Release of the information contained in this document is privileged information and if disclosed to unauthorized personnel is a violation of the Privacy Act of 1974. AUTHORITY 5, United States Code 552A.

NOTES